

CERTIFIED CDBG MANAGER EXAMINATION

Answers to all questions can be found in the three manuals prepared by the
Community Development Division which provide instruction
For the operation of the Community Development Block Grant Program

CDBG Application Guide
CDBG Training Manual
The Consolidated Plan

SECTION 1 – CONSOLIDATED PLAN

1. The Consolidated planning process now controlling CDBG funds is a regional responsibility in which local governments have significant involvement.
 - a. True
 - b. False

2. The Consolidated Plan requires each community, with the assistance of their regional AOG's, to include three basic aspects of community responsibility. Name those three categories.
 - a.
 - b.
 - c.

3. In its evaluation of consistency with the Consolidated Plan, the state will measure compliance with the amount of money actually spent compared to projected expenditures.
 - a. True
 - b. False

4. Housing issues are not normally included in capital investment plans. For the purposes of the consolidated plan, housing may be included in the investment plan following a thorough needs assessment.
 - a. True
 - b. False

5. Individual cities should bring into the consolidated plan process as many different perspectives as possible including but not limited to: (Circle all that apply)
 - a. Non-profit agencies
 - b. Business representatives
 - c. Realtors
 - d. Citizens at large
 - e. Planning and zoning commission
 - f. Local churches
 - g. School district
 - h. Legislators
 - i. County commissioners
 - j. Newspapers/radio media
 - k. All of the above

SECTION 2 – GENERAL PROGRAM MANAGEMENT

1. The Community Development Block Grant program is controlled by an enabling Act of Congress as well as a set of regulations as amended periodically by HUD. Give the name and the date of the Act and the name, number and date of the current applicable regulations governing the program.

2. Each of the seven Regional Associations of Government is required to award a minimum of each year's funds to projects that benefit low and moderate income persons. The minimum amount of that allocation is:

a. 60% b. 70% c. 80% d. 100%

3. The CDBG Policy Board can act as the appeals board to decide if an applicant was treated fairly in the application rating and ranking process.

a. True b. False

4. The Act identifies three National Objectives, or goals, one of which must be met by each application.

a.
b.
c.

5. Funds are made available to each region by a formula that combines a base allocation and a per capita amount. Assuming that the state receives \$7.5 million calculate how much funding will be received by each region and how much will go to the state for administration. Use the regional population numbers in the current year's CDBG Application Guide. Do not consider the possibility of any state set asides being withheld.

State Administration:

Regional Allocations:	BRAG:	WFRC:	MAG:
	SCAOG:	FCAOG:	SEUALG:
	UBAOG:		

6. Assume that your community has been successful in obtaining a \$300,000.00 multi-year CDBG grant to construct a 2 million gallon culinary water tank and 12,500 linear feet of pipe on property owned partially by the city. Some property and easements will have to be purchased. All \$300,000.00 is expected to be requested during the last 12 months of the multi-year contract. Which of the files below will be essential to this project and must be maintained by the Program Manager:
- a. Application
 - b. CDBG Contract
 - c. Amendment
 - d. Financial documents (invoices, payments, RFF's, State reimbursement checks, etc.)
 - e. Professional Services (Engineer or Architect RFP/contract)
 - f. Environmental Review Record
 - g. Construction/Labor (Procurement notices, bids, bid tabulations, contract, certified payrolls, employee interviews, etc.)
 - h. Economic Development information
 - i. Civil Rights
 - j. Property Acquisition (letters of intent, offers to purchase, appraisal reports, title, deed, etc.)
 - k. Relocation
 - l. 504 Inventory/Assessment to comply with the Americans with Disabilities Act
 - m. Letter(s) of approval from the State Health Department, Div. of Water
 - n. Mandatory monthly progress reports submitted to the state regional specialist
 - o. Copy of the completed HUD Disclosure Statement
 - p. Close out documents
 - q. Audit
7. Projects which meet the elimination of the slum and blight national objective need to show deterioration in the public improvement. Give three examples of different slum and blight projects and name a third part or entity who could certify that deterioration.
- a.
 - b.
 - c.

8. The HUD Reform Act requires all grantees who receive in excess of \$200,000 of federal funds during the federal fiscal year to file a disclosure form with the state showing how much funding they actually received from HUD for the project and to identify to whom those funds were paid.
 - a. True
 - b. False
9. Which of the following projects are eligible activities under the CDBG program guidelines?
 - a. New housing construction of single family homes under any circumstances.
 - b. Water and/or sewer line construction.
 - c. Development of a comprehensive plan for a community with 50.53% low or moderate income persons.
 - d. Remodeling a former church into a library.
 - e. Purchase computer equipment for use in administering services of a new sewer treatment plan not originally constructed with CDBG.
 - f. Renovation of a public elementary school.
 - g. Economic development/job creation loans to non-profit corporations.
 - h. Rehabilitation of a law enforcement building.
 - i. Payment of salaries to providers of public services.
10. Pre-agreement arrangements have been authorized by Congress in order to allow grantee expenditure of funds before an executed contract is in place. In order for a grantee to obtain approval for this arrangement an environmental review must still be completed before any expenditure occurs.
 - a. True
 - b. False
11. Once a region has completed the preparation of a consolidated plan they are only required to update and revise the plan once every five years.
 - a. True
 - b. False

SECTION 3 – APPLICATION PROCESS

1. Consistent with federal law, eligible applicants for the State CDBG program are which of the following? (Circle all correct answers)
 - a. Incorporated cities and towns with populations of less than 50,000, except those in Salt Lake County;
 - b. For-profit business corporations;
 - c. Non-profit organizations;
 - d. Counties with populations of less than 200,000; and unique to Utah
 - e. Units of local government recognized by the Secretary of HUD which include six of seven associations of government, excluding the Wasatch Front Regional Council.
2. The following list includes all HUD presumed LMI groups:
 - Abused Children
 - Battered Spouses
 - Elderly
 - Persons living with AIDS
 - Disabled
 - Severely Disabled
 - Migrant Farm Workers
 - Illiterate
 - Homeless
 - a. True
 - b. False
3. a. Two public hearings must be held for the purpose of obtaining citizens views and to respond to proposals and questions. Describe at what stage of the process these hearings should be held.
 - b. What information must be included in each notification?

4. By law, the notification of these hearings must be advertised no less than _____ prior to the hearing.
- a. 3 days
 - b. 5 days
 - c. 1 week
 - d. 2 weeks
5. Original surveys may be reused in subsequent years. If the original survey shows 60% of more of the beneficiaries were LMI, the original survey may be used for up to _____ consecutive application cycles.
6. If the town of Little Bird has a current population of 1964 people, how many persons must be included in the survey to determine 51% LMI benefit on a community wide basis?_____
7. Grants can be used to complete a single project in a single grant period or to complete more complicated activities in a greater time period. What are the four types of grants?
- _____
- _____
- _____
- _____
8. The town of Little Bird want to develop a comprehensive community development plan, which subsection of Section 105 would apply?_____
9. When the total estimated project costs exceed the CDBG allocation, how and when does the applicant guarantee the additional funds to be available?
- _____
- _____
- _____

10. All of the following are methods an applicant can use to document how they are meeting the minimum 51% benefit to LMI:

- a. Community-wide survey
- b. Site specific survey
- c. Documentation of limited clientele
- d. Job Creation

Which method is the appropriate method to use to document:

- a. LMI eligibility for the users of a day care center?_____
- b. Provision of working capital to a private corporation?_____
- c. Construction of a community center available to all persons in the community?_____
- d. Replacement of six blocks of deteriorated sidewalk/curb/gutter?_____
- e. Rehabilitation of individual housing units?_____
- f. Construction of a senior citizens center?_____

SECTION 4 – CONTRACT

1. Who are the persons authorized to sign the CDBG contract?

2. How many copies of the CDBG contract will the grantee receive? _____
How many must be completed and returned to the State for execution? _____
How many can the grantee maintain for their files? _____
3. If the CDBG project is a 3 year multi-year contract, does the contract budget need to reflect the three year period?
 - a. Yes
 - b. No
4. What information is required in the scope of work?

5.
 - a. When is a contract considered executed?

 - b. When can a grantee commit CDBG funds?

6. The only responsibility of an eligible grantee who sponsors a sub recipient's application is to sign the final contract.
 - a. True
 - b. False
7. On all projects the State reserves the right to withhold _____ of the CDBG grant amount pending a satisfactory final programmatic/financial monitoring review.

8. All CDBG grantees have the capability to execute a contract for a minimum of 18 months. Extensions are allowed on a case-by-case basis. Identify three conditions that might occur under which such an extension of time could be reasonably requested.
- a.
 - b.
 - c.
9. Unless formal arrangements are made by the grantee, the RRC and/or the state have the prerogative to reallocate any funds originally awarded to contracts that have not been executed by specific dates identified in the Application Guide.
- a. True
 - b. False
10. Certain actions regarding the completion of the preparation of specifications and engineering for a project and the procurement of contractors must be met by certain dates to avoid the termination of a contract. Those deadline dates are:
- a.
 - b.
 - c.
 - d.

SECTION 5 – FINANCIAL

1. List 7 types of documentation that are required to be included in your CDBG financial file:
 - a.
 - b.
 - c.
 - d.
 - e.
 - f.
 - g.
2. Name the two pieces of documentation required prior to expending CDBG funds:
 - a.
 - b.
3. How many business days does a grantee have to spend CDBG funds?
 - a. 1 day
 - b. 3 days
 - c. 7 days
 - d. 10 days
4. A grantee is allowed to use up to 10% of the award amount for administration?
 - a. True
 - b. False
5. What four internal controls must the grantee establish to eliminate the potential of fraud and abuse of CDBG funds?
 - a.
 - b.
 - c.
 - d.

6. What is the recommended timeframe for submitting Requests for Funds to the State for processing?
 - a. Weekly
 - b. Bi-monthly
 - c. Monthly
 - d. As often as necessary
7. If the grantee is awarded a multi-year CDBG contract, when may they start expending the second and third year funding?
 - a. After the contract is awarded.
 - b. After January 1 of the funding year.
 - c. After the multi-year amendment is executed.
 - d. After written approval from the state.
8. What percentage of the contract can exceed a specific budgeted line item without a contract amendment from the State?
 - a. 5%
 - b. 10%
 - c. 25%
 - d. Not allowed to change contract budget.
9. What dollar amount of federal funds that a grantee receives in their fiscal year triggers the need for a single audit?
 - a. \$75,000
 - b. \$100,000
 - c. \$200,000
 - d. \$300,000
 - e. \$500,000
10. Who should pay for the single audit?
 - a. State
 - b. Grantee
 - c. HUD
 - d. Any of the above.

SECTION 6 – ENVIRONMENTAL SECTION

1. The legal responsibility for the completion and accuracy of the environmental review belongs to:
 - a. Grantee
 - b. State
 - c. HUD

2. Only grantees undertaking large construction projects must complete an environmental review.
 - a. True
 - b. False

3. Besides HUD mandating that an environmental review be performed, name two other reasons for completing an ERR.
 - a.
 - b.

4. Under most conditions the Utah program requires that both an executed contract and a letter of release of acknowledgement for the completion of the environmental review must be in place before any CDBG monies are obligated or expended.
 - a. True
 - b. False

5. Revised environmental requirements as of September 1996, define the responsible agent for environmental compliance as:
 - a. The CDBG Program Manager
 - b. The chief elected official of the eligible recipient
 - c. The entity that oversees land use where the project is to be built, constructed, etc.

6. 24 CFR Part 58 are the regulations where the environmental requirements for the CDBG program as listed. Name the four categories of environmental reviews:
- a.
 - b.
 - c.
 - d.
7. The state is required to develop policies and forms to help grantees complete their environmental record review responsibilities. Two of the forms are required for ALL projects. One of the required forms is the designation of an environmental certifying officer. The other form that must be completed and returned, regardless of the project is:
- a. Description of Proposed Action
 - b. Categorically Excluded Checklist
 - c. Environmental Assessment
 - d. Finding of No Significant Impact (FONSI)
 - e. Notice of Intent to Request Release of Funds (NOI-RROF)
8. When completing an environmental review the ECO makes all of the decisions related to possible impact of the various environmental categories him/herself.
- a. True
 - b. False
9. All projects that are determined to require an environmental assessment must do which of the following?
- a. Address all questions related to the National Environmental Policy Act (NEPA).
 - b. Address all questions related to other applicable laws and authorities.
 - c. Complete an environmental impact statement.
 - d. Publish a FONSI.
 - e. Publish a NOI-RROF.

10. If the ERR is being completed and an environmental category is identified as having an impact on the proposed project, which of the following must occur?
- The project must be withdrawn.
 - The project must include action to mitigate the impact.
 - The grantee agency must officially notify the public by publication of a notice.
 - The project must be revised to ensure that no impact occurs.
11. A Categorically Excluded project (one that involves minimal physical impact) can subsequently be determined to be Exempt.
- True
 - False
12. The Division of History, office of the State Historic Preservation Officer (SHPO) must only be contacted in cases when a structure listed on the State Historic Register may be impacted.
- True
 - False
13. a. Circle the minimum time each of the following publications must appear in the local paper under ordinary circumstances:
- (1) Notice of Intent to Request Release of Funds (NOI-RROF)
- 1 day 4 days 7 days 15 days
- (2) Finding of no Significant Impact (FONSI)
- 1 day 4 days 7 days 15 days
- b. Circle the minimum amount of comment time each of the following publications must be given:
- (1) Notice of Intent to Request Release of Funds (NOI-RROF)
- 1 day 4 days 7 days 15 days
- (1) Finding of no Significant Impact (FONSI)
- 1 day 4 days 7 days 15 days

- c. Circle the minimum amount of comment time the state must allow for each publication:

(1) Notice of Intent to Request Release of Funds (NOI-RROF)

1 day 4 days 7 days 15 days

(2) Finding of no Significant Impact (FONSI)

1 day 4 days 7 days 15 days

14. Public comment time is calculated in:

a. Calendar days b. Work days

15. The Request for Release of Funds and Certification (RROF-CERT) is completed following the end of the grantee's stated comment period and returned with a copy of the public notice to:

a. HUD b. the State c. the SHPO d. the Div. of Water Quality

16. A letter of environmental release is sent to the ECO by the State after the RROF-CERT and appropriate publication have been received. This letter contains a specific date on which the obligation of funds associated with the CDBG project may commence. However, the grantee may begin to obligate funds as soon as it has sent the documentation to the State regardless of whether or not a letter of release has been received.

a. True b. False

SECTION 7 – LABOR/PROCUREMENT

1. According to CDBG policy when is it necessary for a jurisdiction to solicit requests for proposal in retaining engineering services?
 - a. Yearly
 - b. When a jurisdiction has never procured professional services
 - c. Once every five years following initial retention
 - d. Not required to procure engineering services
2. Once a professional service provider has been selected, a contract is required between the grantee and the engineering firm.
 - a. True
 - b. False
3. When should the grantee request a Davis Bacon Wage Determination?
 - a. At the time of application
 - b. Prior to environmental documentation submissions
 - c. At the pre-construction conference
 - d. At the time bid specifications are prepared
4. What two federal labor related documents must be included in construction project specifications and contracts?
 - a.
 - b.
5. Under what two circumstances may a jurisdiction make a determination to use its own force account laborers or to solicit bids not through public procurement?
 - a.
 - b.
6. What is the last event prior to the commencement of construction?
 - a. The bid opening
 - b. Receipt of the latest Davis Bacon wage determination
 - c. The pre-construction conference
 - d. The bid award

7. What agency must be consulted prior to awarding a bid? _____
8. What is the legal time frame allowed for the general contractor to submit payroll forms?
- a. Bi-weekly
 - b. Once a month
 - c. When project is substantially complete
 - d. Weekly
9. Name the three notices that must be posted at all construction sites when funded by CDBG?
- a.
 - b.
 - c.
10. List in the correct order the responsibility for reviewing payroll sheets prior to the State monitoring/technical assistance visit:
- a. Project manager
 - b. Sub-contractor
 - c. General contractor
11. The federal law requires time and a half to be paid to all employees under what circumstances?
- a. When time worked totals over 8 hours a day.
 - b. When time work totals over 5 days a week.
 - c. When time work totals over 40 hours a week.
 - d. If the employee is working at two separate job categories.
12. During the course of construction, the jurisdiction's project manager or his/her representatives **must** conduct interviews with construction employees.
- a. True
 - b. False
13. If there is a payroll error and a contractor has underpaid an employee what documentation is required showing restitution? _____

14. A working foreperson or supervisor who spends more than _____% of their time doing labor related activity must be paid Davis Bacon wages for that job classification.

- a. 10%
- b. 20%
- c. 30%
- d. 50%

15. A construction project requires interviews of construction employees be made by the project manager or project representative during the construction process in order for a comparison to be made between those interviews and the contractor's payroll sheets. The number of interviews required is determined based on the length of the contract and the number of employees, other than the owner. Assume the construction lasts for 11 weeks, there are 10 employees – 1 foreman, 5 laborers, 4 carpenters, and 2 employees for the subcontractor—the owner and a laborer. How many interviews should be obtained?

SECTION 8 – CIVIL RIGHTS

1. According to the Civil Rights Act of 1964, as amended, discrimination is prohibited on the basis of:

- | | |
|----|----|
| a. | e. |
| b. | f. |
| c. | g. |
| d. | |

2. How does a CDBG recipient demonstrate that it is an Equal Employment Opportunity Employer?

3. Women are deemed to be a protected minority.

- a. True b. False

4. Caucasian males are deemed to be a protected minority.

- a. True b. False

5. The objective of Section 3 of the Housing and Urban Development Act of 1964 is to provide local businesses and residents employment opportunities?

- a. True b. False

6. What is the objective of the Americans with Disabilities Act of 1990?

SECTION 9 – MONITORING

1. The grantee should contact the State staff to schedule a monitoring visit when what percentage of the project is completed?
 - a. 50%
 - b. 75%
 - c. 90%
 - d. 100%
2. List at least six of the general topic files each grantee must maintain for a construction grant.
 - a.
 - b.
 - c.
 - d.
 - e.
 - f.
3. Which of the following are objectives of state monitoring?
 - a. Documentation demonstrating that all costs charged to the program are eligible.
 - b. That the project has been completed in a timely manner.
 - c. That the grantee has the capacity to carry out the project.
 - d. That the project complied with the scope of work in the contract.
 - e. All of the above.
4. List the three points of financial focus during a monitoring visit.
 - a.
 - b.
 - c.
5. The State staff will request a site visit during monitoring.
 - a. True
 - b. False

6. The amount of funds that will be retained by the state until all monitoring issues are resolved is:

- a. 50%
- b. 30%
- c. 5%
- d. None retained.

7. How many days does a grantee have to comply with monitoring findings?

- a. 2 weeks
- b. 30 days
- c. 45 days
- d. 6 months

8. Failure to comply with monitoring requests will result in reduces rating and ranking points of future applications of your jurisdiction.

- a. True
- b. False

9. Grantee employee files must contain information that documents the sex, race, and handicap status of employees. Why is this important?

SECTION 10 – CLOSEOUT

1. List the three activities identified in the Handbook that must have occurred prior to the grantee completing the close out packet.
 - a.
 - b.
 - c.
2. The close out packet must be returned to the State within how many days after receipt by the grantee?
 - a. 15
 - b. 30
 - c. 45
 - d. 90
3. The state will send what document to the grantee upon completion of the entire project:
 - a. Request Release of Funds and Certification
 - b. Grantee Release Form
 - c. The Transmittal Letter
 - d. Certificate of Completion
4. Following the receipt of all final grant documentation and contractual completion the entire CDBG file must be retained by the grantee for how long?
 - a. 2 years
 - b. 3 years
 - c. 5 years
 - d. 10 years
 - e. None of the above
5. Enclosure 3 of the close out packet, Final Financial Status Report, should document all funds used for the completion of the project, not just CDBG funds.
 - a. True
 - b. False

6. Attachment A of the close out packet, Business Opportunities, Contracts and Subcontracts needs to document contracts signed by the grantee with which of the following?
- a. The State CDBG office
 - b. Subcontractors under the General with contracts of more than \$500.00
 - c. Professional Service Contracts (Engineers, Architects, Consultants)
 - d. All material purchases regardless of amount
 - e. The Prime Contractor
 - f. All of the above
7. Enclosure 4 of the close out packet, Independent Auditor's Report: Although the cost of the audit required by the CDBG program is an allowable cost, select the reason(s) why it is preferable that the grantee assume the cost of this element themselves.
- a. The amount of CDBG funds that could be used to pay for the audit must be proportional to the amount of CDBG funds received and included in the Grantee's budget for that time period.
 - b. The CDBG contract would have to remain open even though the project was completed until the necessary audit was paid for.
 - c. Both a. and b.
8. A primary grantee passes ALL funds through to a sub-grantee. The sub-grantee derives ALL benefit from the project. Who must complete Attachment B of the close out packet – Staff Breakdown by Sex, Race, Handicap?
- a. The primary grantee
 - b. The sub-grantee
 - c. Both a. and b.